



## **SRR & CVR GOVERNMENT DEGREE COLLEGE**

(AUTONOMOUS)

ESTD:1937

VIJAYAWADA, NTR DIST., A.P

Institution is ranked by NIRF 101-150 band at NIRF 2020

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NAAC 4<sup>th</sup> CYCLE



### **STUDENT DISCIPLINE POLICY AND PROCEDURES**

#### **Introduction:**

Student Discipline Policy is essential to instil a sense of equality and security among all students studying in the college. Discipline procedures are uniform and every student is required to follow procedures to safe guard the learning environment in the classrooms and college campus.

#### **Aims of the Policy:**

- To create an environment that encourages quality learning
- To develop an attitude of respect among students
- To inculcate positive behaviour and a sense of responsibility
- To make each student accountable and answerable for self-made choices

#### **General Code of Conduct:**

- All students should be aware of discipline policy and procedures.
- Every student shall behave in a dignified manner and not hurt the feelings of fellow students and staff
- Every student shall abide by the rules of the college and shall actively participate in all college activities
- Any type of bullying, ragging and eve teasing will not be tolerated and strict punishment as per procedures shall be ordered.

#### **Disciplinary Committee:**

Principal shall be the Chairman and three Lecturers and two Non - Teaching staff and two student representatives shall be nominated for the committee.

**Women Empowerment Cell:**

Cases or issues related to girl students and Lady staff shall be referred to the Cell and the Principal shall be the Chairman of the cell and the committee shall have Women staff as members and also include girl students as student representatives.

**Responsibility of Staff:**

Every staff member is equally responsible to help the college administration to maintain discipline in the college. They shall monitor students behaviour and provide counselling whenever necessary.

**Responsibility of Parents/ Guardian:**

Every parent/ Guardian should ensure that their ward follows rules and obeys the code of conduct of the college.

**Offenses to be handled by the college administration:**

1. Vulgar and indecent language and gestures
2. Eve teasing, Ragging and misbehaviour against girls and ladies
3. Arrogant and disrespect towards staff and elders
4. Bullying, blackmailing, threatening, gambling and extortion
5. Continuous absence and irregularity to classes
6. Possession of illegal substances, smoking and drinking
7. Viewing obscene video material, violating college internet security and use
8. Raising false alarms
9. Propagating disharmony by misusing language, caste and religion
10. Theft or stealing college property and also staff and students' belongings
11. Damage of college property, furniture, academic material
12. Conducting meetings, protests, strikes without permission from related authorities
13. Malpractices in examinations
14. Cyber offenses
15. Trespassing and involving in illegal gang activities after college hours without permission

### **Disciplinary Procedure for dealing with misconduct and indiscipline:**

**Step 1:** Opportunity for explanation and Verbal warning by the Disciplinary Committee

**Step 2:** Counselling by Principal, staff, Group Counsellors

**Step 3:** Parent - Teacher meeting, Interaction with the parent and written statement from

the student

**Step 4:** Continuous offence may include suspension from college

**Step 5:** Offenses endangering lives and security shall include Police and Legal intervention

### **Note:**

- Step 1,2 & 3 are compulsory for giving the student a chance to reform his behaviour and outlook.
- Explanation has to be rendered to the student and parents and recorded in written format by the related body - Disciplinary Committee / Women Empowerment Cell in case the college administration bypasses the steps and implements step 4 or 5 immediately.

### **Procedure for conducting searches:**

The college respects students' privacy and right to dignity. But in case of suspicion of theft, possessing drugs, narcotics, illegal weapons, the College administration has the right to conduct searches of students and their belongings and accommodation duly following the procedures mentioned below:

1. The student shall be contacted and consent shall be taken to conduct the search
2. Due respect shall be given and privacy shall be protected while conducting search on the student's body. Girl / Ladies shall be searched only by the women gender
3. Search of student's property/ belongings shall be conducted in the presence of third party members and the proceedings shall be recorded by the third party.
4. In case of serious cases requiring immediate search , the law and legal authorities may be approached.



### **Registers and Records:**

The Committees related to maintaining discipline and order in the college shall maintain the following registers and Records

1. Committee Register with minutes of every meeting
2. Complaint Register registering complaints from students and staff
3. Register recording the action taken in each registered complaint or issue
4. Record of related pictures and evidences

### **Procedures for Notification:**

- Students shall be notified the rules and discipline procedures through notices at prominent areas in college and in the college handbook
- Parents shall be informed about the student code of conduct and discipline procedures for misconduct in teacher - parent meetings

### **Review of Policy procedures:**

The Policy and procedures shall be reviewed in staff meetings from time to time and recommendations if any shall be considered and included through resolutions.

  
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**Machavaram, VIJAYAWADA-520 004**